



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000


IMHL-ZA

23 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #1-3, Commander's Open Door

1. **REFERENCE.** AR 600-20, Army Command Policy.
2. **PURPOSE.** To provide guidance on the Commander's Open Door Policy.
3. **APPLICABILITY.** This policy applies to Soldiers and Civilian employees assigned or attached to and residents of U.S. Army Garrison Fort Hunter Liggett (USAG FHL).
4. **POLICY.**
 - a. All Soldiers, Civilian employees, supervisors, and management officials and installation residents have the opportunity to voice their concerns to their chain of command. Leaders at all levels will make themselves available to their subordinates. As the Garrison Commander, my door is always open.
 - b. I encourage you to notify your supervisory chain utilizing grievance, appeal, and complaint procedures before seeking to use this Open Door Policy.
 - c. If your supervisory chain is unresponsive, cannot solve the problem, or if the matter is too sensitive to discuss with your supervisor or director, you may make an appointment to see me by contacting the Office of the Garrison Commander at (831) 386-2505.
5. **PROONENT.** The Office of the Garrison Commander is the proponent for this policy at (831) 386-2505.


JAN C. NORRIS
COL, SC
Commanding

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